
Job Title: Digital Office Assistant**Overview:**

The Digital Office Assistant provides administrative and operational support through digital tools and platforms. This role ensures smooth communication, efficient document management, and streamlined workflows across teams in a virtual or hybrid office environment.

Key Responsibilities:

- Manage digital correspondence, including emails, messages, and scheduling requests.
- Organize and maintain electronic files, databases, and shared drives.
- Schedule meetings, prepare agendas, and coordinate virtual conferencing tools.
- Assist with data entry, reporting, and document preparation.
- Support internal communication through digital platforms or project management tools.
- Monitor and update online calendars, task lists, and project timelines.
- Maintain confidentiality and ensure data security in all digital operations.


Qualifications:

- Proven experience in administrative or virtual assistant roles.
- Proficiency with office software (Microsoft 365, Google Workspace, or similar).
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Strong work ethic and ability to work well independently.
- Ability to complete tasks in a timely and efficient manner.
- Familiarity with digital collaboration tools and cloud-based systems.
- Attention to detail and ability to manage multiple priorities.

Requirements:

- Access to a reliable laptop or desktop computer.
- Stable internet connection.
- Access to a phone for communication and coordination.

Preferred Skills:

-  Volunteer and/or community engagement experience.
- Strong PC, and typing skills.
- Ability to adapt quickly and multi task
- Strong oral and written communication skills

Work Environment:

This position is part time and fully remote requiring reliable internet access and comfort with digital communication tools. The role involves regular collaboration with team members,, emphasizing flexibility, accountability, and proactive communication.

Compensation and Benefits:

Compensation is commensurate with experience and qualifications. Flexible working hours, professional development opportunities, and access to digital productivity resources.

Equal Opportunity Statement:

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.

Application Process:

Interested candidates should submit a resume and a brief cover letter outlining relevant experience and technical proficiency. Selected applicants will be contacted for an interview and skills assessment.